

Urban Construction Initiative: Successfully transitioned the first three cities (Hampton, Richmond, and Virginia Beach) into the initiative. Led a two-day intensive “Boot Camp” with representatives from cities currently participating in the initiative and other cities/towns that have expressed interest. The workshop gave localities important program/project administration information, an opportunity to interact with VDOT personnel and other interested/participating cities. Coordinated with district staff resulting in the establishment of “Local Project Teams” to aid cities in delivering their transportation program. Launched comprehensive website for the initiative.

City of Charlottesville executed agreement to join the initiative on July 1, 2005. Received two letters of intent (Bridgewater and Harrisonburg) for the class of 2006.

Subdivision Street Requirements: Update **COMPLETED!** The new regulation was implemented effective January 1, 2005. The regulation and the companion design guide are available in print or over the Internet. Our DACCS (Database for Administering Changes to the Secondary System) program was updated to reflect new fee structure. Standard agreements were updated based on the revision and are being reviewed by the AG’s Office.

Rural Addition Updates: Worked with residencies to review all county subdivision ordinances to ensure requirements for rural addition authority were properly stated and in accordance with 33.1-72.1. Notified all counties of rural addition authority status as of July 1st.

Division External Webpage: Updated webpage to reflect updates and new initiatives including the Local Partnership Initiative.

Land Use Permit Manual: Draft revision of the existing 1983 Land Use Permit Manual was prepared and is now proceeding through the regulatory process required by the APA. It was submitted to Department of Planning and Budget in April and the Asset Management Division will complete the APA process.

Accountability of Maintenance Payments: In conjunction with legislation from Senate Bill 563, continued to work with stakeholders to establish a standardized accounting of expenses as well as to initiate discussions on a future needs based system for localities receiving maintenance payments. The stakeholders group recommended an enhanced Weldon Cooper Center Survey as the mechanism to meet the reporting requirement established by Senate Bill 563. The revised survey will be presented for CTB approval in July 2005. Following CTB approval, the stakeholder group will begin work on the performance measurement phase of the legislative requirement.

Urban Six Year Improvement Program: Under an extreme deadline successfully produced the final Urban Six Year Program. Coordinated the release of the first version (manual estimate worksheet) of “External PCES” to enable local governments to enter their own project estimates and schedules into the system. Coordinating with Scheduling & Contract Division and IT Applications Division to provide the full capabilities of PCES to local governments for the development of the FY07-12 SYIP.

Locally Administered Projects: Developed standard program agreements for urban project administration and urban project implementation, as well as agreement amendments for enhancement program, urban project implementation, and revenue sharing program projects as an interim measure. Developed a draft “super” standard administration agreement for all locally administered projects, regardless of the funding program, which is awaiting Attorney General approval. To accompany streamlined super agreement, developed a draft Guide for the Local Administration of VDOT Projects, incorporating comments from numerous divisions and districts. The Guide will be distributed to all residencies, districts, and localities as soon as the Super Agreement is approved. Also developed a locally administered project agreement flowchart and request to administer form to better clarify and document the process.

Federal Grants Program: Aligned the application process with the development of the Six Year Improvement Program. This selection process included holding six workshops across the state for both the general public as well as separate workshops for the successful applicants. This educational effort resulted in the submittal of 170 applications, of which, the Commonwealth Transportation Board selected 107 projects for funding. Produced a revised Enhancement Program Procedural Manual to aid successful applicants in the implementation of their projects.

Conducted enhancement program rollout sessions with seven of the nine districts. District coordinators have been named in all districts. Initiated regular enhancement coordinator meetings beginning in July 2005.

Submitted five National Scenic Byway grant applications, four All American Roads designations, and coordinated the designation of eleven Virginia Scenic Byways. Worked with Public Affairs to update the Virginia Byway Designation brochure and on the development of a Virginia Byway website.

Revenue Sharing Program: Administered this program, which resulted in forty-four counties receiving an additional \$15 M for transportation improvements (matched by \$15 M in local contributions) for FY05. Eighteen counties participated in Supplemental for FY05. (We had 50 new projects between the regular and supplemental requests.). Provided guidance and presentations to localities and VDOT staff on expanded Revenue Sharing Program approved in the Budget Bill.

Access Programs: Worked with Residency staff, local governments and other entities to successfully allocate approximately \$5.5 million to 17 projects across the state. Staff also continued work on financial closure items associated with completed projects.

General Assembly: Represented the Department on legislative issues raised within the Senate Local Government Committee and the House Counties, Cities and Towns Committee. Worked with other Department representatives to assist them with legislation pertaining to their assignments. Prepared legislative impact statements on numerous proposed bills and met with legislators on issues.

Local Partnership Initiatives: Established work plan to address special initiatives established by the General Assembly. Communicated all initiatives to local governments, Districts and Residencies. Established working groups to provide input to VDOT on initiatives. Information and updates are provided on VDOT’s webpage.

Virginia Association of Counties/Virginia Municipal League: Represented Department at annual conferences as well as at the Transportation Steering Committees for these organizations. Made presentations on current VDOT initiatives, etc. to their members.

Management and Budget Circular A-133: Led effort to identify subrecipients expending more than \$500,000 in federal funds in fiscal 2004. Once identified, provided direction to External and Construction Audit on the audits to review. Subsequently notified these subrecipients of any finding noted.

Staff:

- Successfully recruited new assistant division administrator
 - Jennifer DeBruhl – VDOT welcomed Jennifer back to the Department after a 5 year stint with the Federal Highway Administration. Jennifer's experience dealing with the most urbanized localities across the state, as well as her vast knowledge of federal and state regulations has been invaluable in her new leadership role.
- Successfully recruited a diverse number of staff including:
 - Shakema Sanders - Shakema joined our staff as the Business Manager responsible for coordinating the administrative functions for the Local Assistance and Programming Divisions. Shakema came to us from Capital One and brings to the position a strong background of managerial, financial and project tracking experience
 - Erica Jeter – Enhancement Program Manager – Erica came to us from the Environmental Section in the Richmond District where she had an emphasis in archeological work.
 - Val Thompson – Fiscal Technician – Val brought experience from previous employment with the Department and more recently with the Jamestown/Yorktown Foundation
 - Clark Woods – Clark filled the first of two new positions designated to oversee statewide guidance on locally administered projects. Clark's experience includes extensive work with the field offices in the Asset Management arena.
- Continued to promote opportunities for existing staff:
 - Mark White – In addition to his daily duties as Urban Program Manager for the Bristol District, Mark was selected to lead the daily efforts surrounding the Urban Construction Initiative.
 - Reggie Beasley – With the gradual movement of his previous responsibilities (and position) to the Hampton Roads District, Reggie transitioned into the Division's first Statewide Urban Policy Manager. In this new role, Reggie is responsible for statewide guidance with the Urban Program and for providing assistance to the state's new urban program managers.
- Staff hosted retirement celebrations for both Vince Valenti and Bruce Clarke.
- Staff attended a two day team-building retreat at Graves Mountain Lodge in June.

Vision for Fiscal Year 2006:

- Continue successful transition of Urban Construction Initiative – focusing on the documentation of oversight/audit guidance and construction procedures.
- Rollout the full capabilities of PCES and other VDOT systems to local governments
- Release a comprehensive update of the “Urban Manual”
- Develop a procedural manual for Scenic Byway programs
- Foster a positive work environment for Division staff
- Get approval for and distribute a “boiler plate” agreement for all locally administered projects.
- Provide reports to General Assembly that address Local Partnership Initiatives reporting requests.
- Establish regular coordination meetings with District staff
- Initiate more oversight, compliance and review of locally administered projects
- Provide clearer direction and foster better collaboration with the state’s municipalities on the development of the Urban Six Year Program

How does the Vision parallel the Finance Directorate Mission?

Mission: Set corporate expectations for financial stewardship through technical assistance and development and execution of policies and procedures for the financial and business operations of the Department.

Essential Tasks:

Task 4: Provide technical assistance and support to those responsible for the delivery of the transportation system.

Local Assistance Measures:

- Establish a “boiler plate” agreement for all locally administered projects
- Initiate an oversight and compliance program for the local administered programs
- Implement streamlining measures for special programs
- Implement the 2005 Local Partnership Initiatives

Vision for Fiscal Year 2005 – *How did we measure up?*

- ✓ Continue successful transition of Urban Construction Initiative
- ✓ Address issues raised by District Administrator’s Council pertaining to the Urban Program Managers
- ✓ Publish a revised Subdivision Street Requirements Manual
- ✓ Foster a positive work environment for Division staff – *Although the stress associated with new initiatives and politically sensitive programs continues to weigh heavy on staff, the Division continues to be a positive place to work.*
- Establish a “boiler plate” agreement for all locally administered projects – *Work still underway to develop a “super” agreement. Based on guidance and input from Attorney General’s office, expect new agreement to be approved in first quarter of FY06.*
- Conduct additional sessions with District staff on Enhancement project management rollout
- Initiate more oversight, compliance and review of locally administered projects – *Work continues in this area. The need for clear oversight and compliance procedures for locally administered projects continues to be a weakness for the Department. With the help from other divisions and districts, this will continue to be a priority for the Division in FY06.*
- ✓ Provide clearer direction and foster better collaboration with the state’s municipalities on the development of the Urban Six Year Program – *Although the Urban Program Managers continue to make strides in this area, this will continue to be a focus for FY06.*